



South Dakota Board of Nursing

South Dakota Department of Health
722 Main Street, Suite 3; Spearfish, SD 57783
(605) 642-1388; Fax: (605) 642-1389; www.state.sd.us/doh/nursing

Nurse Aide Application for Re-Approval of Training Program

All Nurse Aide (NA) Training Programs in South Dakota must be approved by the South Dakota Board of Nursing pursuant to ARSD 44:04:18:15. Approval status is granted for a two-year period. Written approval or denial of approval will be issued within 90 days after receipt of the application. Send completed application and supporting documentation to:

South Dakota Board of Nursing
722 Main Street, Suite 3
Spearfish, SD 57783

Name of Institution: South Dakota Human Services Center
Address: Po Box 7600, 3515 N. Broadway,
Yankton SD 57078-7600
Phone Number: 605-668-3100 Fax Number: 605-668-3195
E-mail Address of Faculty: Diane Anderson@state.sd.us

Select option(s) for Re-Approval:

- ☐ Request re-approval *without* changes to program coordinator, primary instructor, supplemental personnel or curriculum
1. List personnel and licensure information
 2. Complete evaluation of the curriculum
- ☒ Request re-approval with faculty changes and/or curriculum changes
1. List personnel and licensure information, attach curriculum vitas, resumes, or work history for new personnel
 2. Complete evaluation of the curriculum
 3. Submit documentation to support requested curriculum changes

1. List Personnel and Licensure Information:

Program Coordinator must be a registered nurse with 2 years nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:04:18:10)

Name of Program Coordinator	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Diane Anderson, RN	SD	R029864	4-28-15	8/8/14

- ☐ If requesting new Program Coordinator, attach curriculum vita, resume, or work history

Primary Instructor must be a licensed nurse (RN or LPN) with 2 years nursing experience, at least one of which is in the provision of long-term care services. The primary instructor is the actual teacher of course material. (ARSD 44:04:18:11)

Name of Primary Instructor	RN OR LPN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Diane Anderson / Kay Mehlfaff	SD	R029864 / R015667	4-28-13 / 7-9-14	8/8/14

- ☐ If requesting new Primary Instructor, attach curriculum vita, resume, or work history, and attach documentation supporting previous experience in teaching adults within the past five years or documentation of completing a course in the instruction of adults.

Supplemental Personnel may assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:04:18:12) *If requesting new Supplemental Personnel, attach curriculum vita, resume, or work history.*



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Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SDBON)
See attached information				

2. **Complete Evaluation of the Curriculum:** Indicate compliance relative to each standard during the previous two years. Explain any "no" responses on a separate sheet of paper. (Pursuant to ARSD 44:04:18 07, the Department of Health may conduct an unannounced on-site visit to determine compliance with requirements.)

Standard	Yes	No
• Program was no less than 75 hours.	✓	
• Provided minimum 16 hours of instruction prior to students having direct patient contact.	✓	
• Provided minimum 16 hours of supervised practical instruction; instructor ratio did not exceed 8 students for one instructor.	✓	
• Provided instruction on each content area (see ARSD 44:04:18:15):	✓	
• Basic nursing skills	✓	
• Personal care skills	✓	
• Mental health and social services	✓	
• Care of cognitively impaired clients	✓	
• Basic restorative nursing services	✓	
• Residents' rights	✓	
• Students did not perform any patient services until after the primary instructor found the student to be competent	✓	
• Students only provided patient services under the supervision of a licensed nurse	✓	
• Your agency maintains a 75% pass rate of students on the competency evaluation (written and skills exam taken through the SD Healthcare Association).	✓	

3. Submit Documentation to Support Requested Curriculum Changes:

Name of Course (if applicable): How to be a Nurse Assistant (5th Edition) SD

A variety of teaching methods may be utilized in achieving the classroom instruction such as independent study, video instruction, and online instruction.

☒ Submit reference list of teaching materials utilized (include name of book or resource, publisher, publication date, etc).

Submit documentation that supports requirements listed in ARSD 44:04:18:15, including:

- ☒ Behaviorally stated objectives with measurable performance criteria for each unit of curriculum
- ☒ Curriculum, objectives and agenda documenting the requirements for the minimum 75 hour course as follows:
 - ☒ A minimum of 16 hours of instruction prior to student having direct patient contact; the 16 hours must include:
 - ☒ Communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, respecting residents' rights.
 - ☒ A minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care; the instructor ratio may not exceed eight students for one instructor.
 - ☒ Instruction in each of the following content areas (see ARSD 44:04:18:15 for more detail):
 - ☒ Basic nursing skills (including documentation) including: vital signs; height and weight; client environment needs; recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and caring for dying clients;
 - ☒ Personal care skills, including: bathing; grooming, including mouth care; dressing; toileting; assisting with eating and hydration; feeding techniques; skin care; and transfers, positioning, and turning;



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- ☒ Mental health and social services, including: responding appropriately to behaviors; awareness of developmental tasks associated with aging process; respecting personal choices and preserving client dignity, and recognizing sources of emotional support;
- ☒ Care of cognitively impaired clients, including: communication and techniques for addressing unique needs and behaviors;
- ☒ Basic restorative nursing services, including: self-care; use of assistive devices in transferring; ambulation, eating, and dressing; range of motion; turning and positioning in bed and chair; bowel and bladder care and training; and care and use of prosthetic and orthotic devices;
- ☒ Residents' rights, including: privacy and confidentiality; self-determination; reporting grievances and disputes; participating in groups and activities; security of personal possessions; promoting an environment free from abuse, mistreatment, and neglect and requirement to report; avoiding restraints.

Program Coordinator Signature:

Diane OAnderson RN

Date:

11-6-12

This section to be completed by the South Dakota Board of Nursing

Date Application Received: <u>11/9/12</u>	Date Application Denied: <u>/</u>
Date Approved: <u>4/29/13</u>	Reason for Denial: <u>/</u>
Expiration Date of Approval: <u>Jan 2015</u>	
Board Representative: <u>SDM RN</u>	
Date Notice Sent to Institution: <u>4/29/13</u>	

**SD Human Services Center
Certified Nurse Aide (CNA) Training Program
3515 N. Broadway, PO Box 7600
Yankton, SD, 57078-7600
Nurse Aide Training Program**

**Program Coordinator/Primary Instructor: Diane Anderson, Registered Nurse
Staff Development Trainer
Staff Development Office
668-3458, Pager 153**

**Primary Instructor: Kay Mehlhaff, Registered Nurse
Staff Development Trainer
Staff Development Office
668-3595**

•**Physical Facilities and Learning Environment:** The training, which is required for all HSC employees in direct care positions, is conducted in various classrooms in staff development. The student's CNA training is done in the classroom, skills training room in staff development, OBRA room and within the Geriatric Program. The classroom and skills training rooms are clean, safe, well lit, with adequate spacing, comfortable chairs, and tables provided to place books and writing materials. There is appropriate equipment for training purposes.

•**Licensed Nurse Supervision of Students:** Diane Anderson, RN, continues to serve as Program Coordinator for the SD Human Services Center CNA Training Program. Diane Anderson, RN, and Kay Mehlhaff, RN, are the primary instructors for the CNA Training Program. Both of these individuals hold current RN licensure, have a minimum of two years of nursing experience with at least one year of long-term care experience, and have successfully completed the *Train the Trainer* certification.

Registered nurse supervision is maintained during the duration of the 75 hour nurse aide training program in the classroom and during clinical training. Students are not allowed to have any direct patient contact with a resident until they have completed 16 hours training specified in the "Course Description" section of the Certified Nurse Aide Training Program Syllabus. Students are not allowed to provide any patient care services that they have not been trained for and found proficient by the registered nurse instructor/s. Once trained and found proficient by the registered nurse instructor, the students are allowed to provide care to the residents under the general supervision of a licensed nurse.

•**Student/Instructor Ratio in the Classroom, Skills Training, and Clinical Training:** Student/Instructor ratio in classroom, skills training and clinical training is a maximum of eight students to one instructor.

•**Program Length and Distribution of Hours:** Our Certified Nurse Aide Training Program is 75 hours plus in length. The CNA Training Program covers topic areas including medical, psychosocial, physical and environmental needs of the patients served at the South Dakota Human Services Center.

A minimum of sixteen hours covers communication and interpersonal skills; prevention and control of infection; safety/emergency procedures including injury prevention, Heimlich Maneuver, choking, seizures, and falls; promoting residents' independence; respecting residents' rights. All topics listed must be completed before the student has any direct contact with a resident.

A minimum of sixteen hours are dedicated to supervised practical training, ensuring nursing care is provided with assistance and supervision from a primary instructor/RN. Topic areas covered include, but are not limited to; basic nursing skills (ie taking/recording vitals, height, weight; environmental care, abnormal changes in functioning, caring for a patient when death is imminent); activities of daily living (ie bathing, hair/nail care, toileting, feeding techniques, skin care, hydration/nutrition); mental health and social services; care of cognitively impaired patients; basic restorative services.

•**Course Syllabus:** Curriculum is designed to give each student a firm foundation of knowledge and skills needed to provide quality care to residents of a long-term-care facility. It is based on a philosophy of promoting the highest level of functioning of residents, physical and emotional; restoring and/or maintaining their independence as much as possible; recognizing their beliefs and values; and respecting their rights. The CNA training portion of orientation is a minimum of 75 hours.

I. Goals and Objectives

A. Goals of the Course

1. To demonstrate competency to provide quality care to residents of a long-term-care facility.
2. To understand the importance of the psychological aspect of providing care in a compassionate and individualized manner.

B. Objectives of the Course

1. Describe a long term care facility and the 4 basic services provided
2. Explain the role of a nurse aide and others in the interdisciplinary team of a long term care facility
3. Explain how a nurse aide can help maintain or improve the quality of life of each resident in a long term care facility
4. Explain what a nurse aide can do to form therapeutic interpersonal relationships with residents of a long term care facility
5. Explain what a nurse aide can do to demonstrate sensitivity to the emotional, social and mental health needs of residents of a long term care facility
6. Explain what a nurse aide can do to support and promote the rights of residents in a long term care facility

7. List the principals that are the foundation of what a nurse aide needs to understand before learning specific tasks to support residents of a long term care facility with the activities of daily living
8. Explain what a nurse aide can do to assist residents of a long term care facility to function at as high a level and as independently as possible
9. Explain the tasks and demonstrate the skills that a nurse aide uses to provide quality care to residents of a long term care facility
10. Describe different opportunities to care for different residents other than the frail elderly
11. Explain what a nurse aide needs to know to be successful both personally and professionally and able to provide quality care to residents of a long term care facility

II. Required Textbook and Workbook

SDHSC Staff Development Program will provide the following textbook and workbook for use during orientation.

“How to be a Nurse Assistant Student Textbook” (5th edition)

“How to be a Nurse Assistant Student Workbook” (5th edition)

III. Teaching Methods and Materials

- A. Various teaching methods and materials include reading assignments, lectures, discussions, case studies, role playing, demonstrations, return demonstrations, videos, interactive computer programs, and equipment for simulation and practice.
- B. In order to provide quality care to residents of a long-term-care facility, the student must learn to perform various technical skills in a competent manner. Specific skill(s) will be demonstrated by the instructor that relate to the assigned reading as the class progresses through the curriculum. The CNA student will have the opportunity to practice the skills until the instructor feels their performance is competent.

IV. Evaluation Methods

Course objectives serve as the basis for evaluating the student’s progress throughout the CNA training program.

- A. Evaluation of student’s performance may include any combination of course requirements
 1. Multiple choice review questions at the end of each chapter in the textbook
 2. Workbook activities that provide the student opportunities to practice prioritizing care and tasks
 3. Practice exam and the performance of skills according to a checklist for each procedure described in the textbook
 4. Various types of supplementary tests
 5. Classroom participation

6. A 60 multiple choice question final examination (dba HEADMASTER, D&S Diversified Technologies) is administered by the primary instructor/RN. CNA students must obtain a 75% or higher to successfully pass the course.

7. A final performance of skills consisting of at least five randomly assigned tasks generally performed by CNAs will be completed by each student. These skills will be tested on a live person and overseen by the primary instructor/RN. CNA students must obtain a 75% or higher to successfully pass the course.

B. Notification of test results

1. CNA students will be notified individually of their tests scores
2. CNA students will be informed that upon successful completion their certification will be listed in the registry.
3. The facility will inform anyone receiving below a 75% of their unsuccessful completion and what areas they failed. They will be required to do further studying/skills demonstrations prior to re-testing. They will be allowed two additional opportunities to successfully complete the program.

V. Curriculum Outline (Attached)

•**Faculty:** Supplemental Instructors were approved by the South Dakota Board of Nursing Office on 4/21/09, 6/9/09 and 12/9/10. These instructors continue to provide instruction during CNA Training and only provide training in the areas that they have experience and expertise. All Supplemental Instructors are provided oversight by our two Primary Instructors (Diane Anderson, RN, and Kay Mehlhaff, RN). Listed below is an additional Supplemental Instructor's information for your review, as well as the other Supplemental Instructors and their approval date. SD

Shannon Birger, BA, Psychology

- Bachelor of Art in Psychology
- NCI Instructor (past instructor, renewed certification 4/11 to present)
- Certified Basic Life Support (CPR/AED) Instructor
- NCI Coordinator for SDHSC
- Dining Assistant
- Shannon has worked at SDHSC for the past 12 years. She was a Counselor on the units for 5 years, and has held her current position as a Rehabilitation Teacher for the past 7 years. She coordinates the NCI Program at the SDHSC. As the Coordinator she is responsible for leading instructor meetings, scheduling classes, tracking instructor hours, ordering materials and overseeing any changes to course curriculum. She also instructs classes in CPR and NCI for new and current staff. ✓

Jeremy Johnson, MSW (Approved 12/9/10)

- Bachelor of Social Work
- Masters in Social Work
- NCI Instructor (past 6 years)
- Jeremy has worked as a Social Worker in the SDHSC Geriatric Program for the past 8 years. He has presented at conferences and to community providers on the SDHSC Geriatric Program and caring for people with dementia and behavioral problems. ✓

Lauri Wolter, RN, Nurse Manager, Acute Program (Approved 4/21/09)

- Bachelor of Science in Nursing
- Active SD Nursing License
- NCI/LSCI Instructor since 2006.
- Lauri is required to teach a minimum of 18hrs per year for adult education in Non-Violent Crisis Intervention to keep her instructor status. She has experience teaching adults during the orientation process of new staff to their assigned work area. She also teaches medication education for the patients. ✓

Pam VanMeeteren, RN MS, CNP, Clinical Director (Approved 4/21/09)

- Bachelor of Arts in Nursing
- Master's Degree in Nursing
- Active SD Nursing License
- Active SD Family Nurse Practitioner License
- Active SD Nursing Home Facility Administrator's License
- Dementia Educator Trainer
- Pam has been involved in education throughout her nursing career. She has taught formal nursing education at Presentation College and at the University of South Dakota focusing on entry level and advance medical surgical nursing. She has experience in education consultation and supports in-service and staff development training at HSC ✓

Norene Sutton, RN, House Supervisor (Approved 4/21/09)

- Associates Degree in Nursing
- Active SD Nursing License ✓
- Norene has experience teaching adults through her former job educating RNs on the indications and applications of negative pressure wound therapy (Wound VAC).

Julie O'Brien, MS, Physical Therapist (Approved 4/21/09)

- Master of Science Degree in Physical Therapy.
- Bachelor Degree in Psychology
- Licensed Physical Therapist in the state of South Dakota
- Julie presents the Annual Mandatory Back Safety Training required by all staff at the South Dakota Human Services Center. She has also completed many inservices to staff/patient/family as needed/requested.

Cheryl Montagne, BS, Training Specialist (Approved 4/21/09)

- Bachelor Degree in Psychology
- Certified Child Protection Worker, State of SD Child Protection for 10 years. In this position Cheri was a licensing worker and trainer. She was a certified trainer in Model Approach to Partnerships in Parenting and Foster Pride Adopt Pride. Both of these trainings were 30-hour training programs for foster and adoptive parents.
- Social Worker for the Geriatrics Program at South Dakota Human Services Center for three years.
- Training Specialist for Staff Development 6+ years

- Certified Basic Life Support (CPR/AED) Instructor
- NCI Master Trainer
- Orientation Trainer
- Dementia Education Trainer
- Restraint Trainer
- Cheri's position at the South Dakota Human Services Center requires her to teach Adults on a daily basis. She coordinates continuing education training for the hospital. She teaches orientation classes on a variety of topics including, but not limited to, Strength Based Approach to Patient Care, Building a Trauma Sensitive Culture, Trauma Informed Care, Communications, HIPPA, Hospital Tour, Restraint Training and Understanding Mental Illness.

Lois Halbur, MS, Staff Development Coordinator (Approved 4/21/09)

- Master of Science Degree in Experiential Education, Education and Administration
- Bachelor of Science Degree in Open Studies, Concentration Sociology and Education
- Associate of Arts Degree in Liberal Studies
- Associate of Science Degree in Open Studies
- Nursing Home Administrator
- National Council for Therapeutic Recreation Certification – Certified TRS
- National Administrator Certification Program – Certified Assisted Living Facility Manager
- Certified Basic Life Support (CPR/AED) Instructor
- NCI/LSCI Instructor
- Dementia Education Trainer
- Lois has been involved with teaching staff for 24+ years at the South Dakota Human Services Center. She is currently the Staff Development Coordinator. She organizes and presents trainings for new staff including but not limited to Performance Planning and Review, Introduction and Tour of HSC, CPR, Nonviolent Crisis Prevention. She is also part of the current Dementia Training for geriatric staff. She is the HSC representative for the Annual Yankton Area Mental Wellness Conference. She has a vast knowledge of teaching techniques for adults.

Ron Kachena, BS, Occupational Therapist (Approved 4/21/09)

- Master of Arts in Pastoral Ministries
- Bachelor of Science in Occupational Therapy
- Licensed Occupational Therapist in the state of South Dakota
- Ron instructs patients and family members in home programs, home modification to improve safety and efficiency. He has completed numerous inservices. Inservices have been for various groups such as MS Support Group, Stroke Survivor Club, and Yankton Manufacturers Association on job site evaluations and worker safety. He has also assisted with CNA training courses outside the Human Services Center, concentrating on the self care skill areas, plus at times transfers and bed positioning. He has assisted with restorative therapy continuing education programs through Lewis and Clark health education. He has taught one class at USD for the Occupational Therapy Masters Degree Program and has been a guest lecturer for the introduction to OT class.

Joyce Buechler, BS, MS, Certified Occupational Therapy Assistant (Approved 4/21/09)

- Master of Science in Occupational Therapy
- Bachelor of Science in Psychology
- Licensed Occupational Therapist in the state of South Dakota
- Dementia Education Trainer
- Joyce has experience teaching adults as a Dementia Education Trainer. The Dementia Education trainers are currently conducting training for all geriatric staff. She also has experience is providing education to OT students at USD regarding adaptive devices and home modifications and service while working at the Prairie Freedom Center.

Mary Campbell, MA, Speech/Language Pathologist (Approved 4/21/09)

- Master of Arts Degree in Speech/Language Pathology
- Certificate of Clinical Competence in Speech/Language Pathology
- Certified by American Speech/Language Hearing Association (ASHA)
- Mary is one of the instructors currently teaching the Feeding Assistant Training at the South Dakota Human Services Center. She teaches feeding techniques to adults who work with patients.

Norman Wright, BA, Human Rights Specialist for DHS (Approved 4/21/09)

- Bachelor of Arts Degree in Philosophy and Religious Studies
- Clinical Pastoral Training, one semester
- Basic Training in Critical Incident Stress Debriefing - CISM (16 hours)
- Resident Abuse Prohibition and Prevention Training – DOH (3 hours)
- Conducting Serious Incident Investigations – Labor Relations Alternative Inc [LRA](18- hours)
- Advanced Course in Investigations – LRA (12 hours)
- Weighing Evidence and Drawing Conclusion – LRA (6 hours)
- National Executive Training Institute Training- Creating Violence Free and Coercion Free Mental Health Treatment Environments for the Reduction of Seclusion and Restraint (20.4 hours)
- Crisis Prevention Institution – Certified Instructor (currently not active)
- Norm currently teaches orientation classes in Human Rights and Restraint and Seclusions-Exploring Alternatives. He has conducted numerous hospital-wide inservice trainings for staff. He also taught Nonviolent Crisis Intervention to staff during the time he was a certified instructor.

Leslie Smith, Cultural/Spiritual Coordinator (Approved 4/21/09)

- Currently enrolled in school working on her degree in business administration with a focus on long term care.
- Leslie's previous work experience in long term, sub acute, and acute care include holding the following positions, Social Service Designee, Swing bed Coordinator, Physical Therapy Aide, Activity Director, Volunteer Coordinator, Religious Coordinator, Department Head/Quality Assurance, and Therapeutic Recreation Specialist, extensive

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educational training in the completion of the MDS 2.0, Alzheimer's/Sensory Stimulation, and Validation Therapy.

- In Leslie's current position she is responsible for all aspects of cultural competency including developing, educating, and completing quality assurance data. Leslie coordinates, schedules, and communicates spiritual services to meet the individualized spiritual needs of the population served. Leslie developed and implemented The Character Counts Program and the SDHSC. She educated staff on Character Counts and created activities to promote ethics in the workplace. She currently teaches an orientation class on the Cultural Program, and the importance an individual's culture plays in their treatment and recovery process.

Pam Folkers, MA, Director of Education and Support Services (Approved 4/21/09)

- Master of Arts Degree, Adult and Higher Education
- Bachelor of Science Degree, Double Major in Psychology and Sociology
- Certified Basic Life Support (CPR/AED) Instructor
- GED Examiner
- Pam is currently the Director of Education and Support Services at the South Dakota Human Services Center (11/00 to Present). She oversees Staff Development, Volunteer Services, Library, Alternative School, Adult Education/GED Studies Program, Cultural Services, Activities Center, Snack Shop, Job Placement and the Vending Program. She teaches orientation class to new employees. Prior to her current position she was the Adult Education Coordinator for 1995-2000.

Rich Sutera, Security Supervisor (Approved 4/21/09)

- Certified Law Enforcement Officer
- Rich is currently a member of the Environment of Care Committee at HSC and teaches fire safety for all employees at the Human Services Center as well as yearly mandatory training and updates. Rich is also a member of the Tabor Fire and Ambulance Department. Rich is also an orientation instructor for new staff teaching the Emergency Codes, Fire Safety and Radio Use class.

Chuck Evander, Physical Therapist (Approved 6/9/09)

- Bachelor of Arts
- Bachelor of Science, Physical Therapy
- Advanced certification from Rolf Institute
- Chuck has taught the mandatory Back Safety Training for all staff at the SDHSC. He has also taught Protective Body Mechanics for Lewis and Clark Health Education Agency.

